

Module 16A

REGIONAL
HANDBOOK

OPERATIONS



CULTURAL DIVERSITY

Proof of U.S. Citizenship/Permanent Residence

Revised 10/18/2018



Disclaimer: This training material was developed by Driver License, Headquarters Operations, Training team. The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be included. Always refer to the “[DLD Policies](#)” posted on [Share Point](#) for the most current information.

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Abstract

One of the requirements for obtaining a driver license or identification card is that applicants present proof of their citizenship or lawful presence in the United States.

This course will review the list of documents that may be accepted to establish U.S. citizenship.

The circumstances which provide permanent residence status to non-citizens and the documents which may be accepted to prove their status will also be covered in this course.

Objectives

This course will:

- Review the documents that may be accepted to establish proof of U.S. Citizenship.
- Review the documents that may be accepted to establish permanent lawful presence.

Lawful Permanent Resident Types

Applicants who fall under one of these permanent lawful presence status types are eligible to apply for a driver license or identification card that will expire according to the type and conditions of their application (i.e. learner license-6 months, Sex Offender DL or ID-1 year, etc.).

- U.S. National
- Lawful Permanent Resident
- Refugee
- Asylee
- Kickapoo Traditional Indian Tribe of Texas (“KIC”)
- American Indian born in Canada

U.S. Citizenship Status

Those who are considered to be U.S. citizens include the following:

- Individuals born in the U.S., Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands, American Samoa, or Swain's Island.
- Foreign -born children, under age 18, residing in the U.S. with their birth or adoptive parents, with at least of whom is a U.S. citizen by birth or naturalization
- Individuals granted citizenship status by United States Customs & Immigration Service (USCIS).

Verifying Proof of U.S. Citizenship

A U.S. citizen applying for an original driver license or identification card will be required to present proof of their citizenship prior to issuance of the driver license or identification card.

Any person who is claiming a change in their U.S. citizenship status must present proof of their change in status.

Documents Establishing Proof of U.S. Citizenship

- This is an example of a birth certificate issued by a state's Bureau of Vital Statistics (Utah).

STATE OF UTAH — DEPARTMENT OF HEALTH
Birth Certification

UTAH STATE DIVISION OF HEALTH
CERTIFICATE OF LIVE BIRTH

1975 **25-720** 143 75 005081

NAME: [redacted] SEX: **Male** DATE OF BIRTH: **February 20, 1975** TIME: **3:47P**

STATUS: **Single** COUNTY OF BIRTH: **Utah**

CITY, TOWN, OR LOCATION OF BIRTH: **Provo** HOSPITAL—NAME: **Utah Valley Hospital**

RESIDENCE—STATE: **Utah** COUNTY: **Utah** CITY, TOWN, OR LOCATION: **Provo**

FATHER—NAME: **Paul E. King** MOTHER—NAME: **[redacted]**

DATE SIGNED: **2-24-75** SIGNED BY: **Wayne A. Mineer, M.D.**

REGISTRAR—SIGNATURE: **[Signature]** DATE RECEIVED BY LOCAL REGISTRAR: **MAR 4 1975**

VOID

FEB 24 1993

SS126538

John E. Beckett
 John E. Beckett
 DIRECTOR OF VITAL STATISTICS

b. This image represents part of a Texas birth certificate.

STATE OF TEXAS **CERTIFICATE OF BIRTH** **BIRTH NO.**

1. NAME (Type or print)		(a) First	(b) Middle	(c) Last	2. DATE OF BIRTH
JORGE				LOPEZ	6-21-74
3. SEX	4a. PLACE OF BIRTH - COUNTY	4b. CITY OR TOWN (If outside city limits, give precinct no.)			
MALE	HIDALGO	SAN JUAN, TEXAS			
4c. NAME OF HOSPITAL (If not in hospital, give street address)		4d. INSIDE CITY (If this birth is single, twin, triplet, etc. (Specify))		5a. IF TWIN OR TRIPLET, WAS CHILD BORN 1st, 2nd, 3rd (Specify)	
133 E. 3RD ST.		YES		SINGLE	
6. NAME		(a) First	(b) Middle	(c) Last	
DANIEL				LOPEZ	
7. RACE	8a. IS FATHER OF SPANISH ORIGIN?		8b. IF YES, SPECIFY MEXICAN, CUBAN, PUERTO RICAN, ETC.		
HISPANIC	YES		MEXICAN		
9. AGE (At time of this birth)	10. BIRTHPLACE (State or foreign country)	11a. USUAL OCCUPATION		11b. KIND OF BUSINESS OR INDUSTRY	
40	MEXICO	LABOR		AGRICULTURE	
12. MOTHER'S NAME		(a) First	(b) Middle	(c) Last	
ALICIA				CONTRERAS	
13. RACE	14a. IS MOTHER OF SPANISH ORIGIN?		14b. IF YES, SPECIFY MEXICAN, CUBAN, PUERTO RICAN, ETC.		
HISPANIC	YES		MEXICAN		
15. AGE (At time of this birth)	16. BIRTHPLACE (State or foreign country)	17a. USUAL OCCUPATION		17b. KIND OF BUSINESS OR INDUSTRY	
31	MEXICO	HOUSEWIFE			
18a. RESIDENCE - STATE	18b. COUNTY	18c. CITY OR TOWN (If outside city limits, show rural ZIP CODE)		18d. STREET ADDRESS (If rural, give location)	18e. INSIDE CITY LIMITS?
TEXAS	HIDALGO	MCALLEN, TEXAS		2048 FRESNO ST.	YES
19. Children previously born to father: a. How many born dead? b. How many other children were born to father? c. How many other children were born to mother? d. How many other children were born to both parents? e. Informant					

Both documents may prove U.S. citizenship and can be used as a secondary document when establishing proof of identification.

Note: Laminated birth certificates are generally not acceptable. Acceptance of a laminated birth document must be approved by DLD management through the Exceptions Policy.

U.S. Birth Certificates



Both documents included here are examples of birth certificates issued by a U.S. Government agency to children of U.S. citizens who were born outside of the United States and can be used to verify proof of U.S. Citizenship and as a secondary document when establishing proof of identification.

- a.** This birth certificate was issued by the U.S. Consulate to children of U.S. citizens who were born abroad. On January 3, 2011 the Department of State began issuing a redesigned Consular of Birth Abroad (CRBA). The redesigned document has state-of-the-art security features that make it extremely resistant to alterations or forgery, and are centrally issued.

Certificate of Report of Birth

Documents Establishing Proof of U.S. Citizenship

Certificate of report of birth
(DS-1350)

UNITED STATES OF AMERICA
DEPARTMENT OF STATE

159- 1048159

**Certification of Report of Birth
of a United States Citizen**

This is to certify that the birth of ONE SAMPLE MALE MALE
born at MINNEAPOLIS MINNESOTA
on APRIL 1, 1979 was registered with the Consular Service of the United States and a
Consular Report of Birth was issued at MINNEAPOLIS, MINNESOTA
on SEPTEMBER 19, 1996

Father JOHN SAMPLE Mother MARY SAMPLE
Date of Birth APRIL 1, 1979 Date of Birth APRIL 1, 1979

CONSUL GENERAL
Secretary of State
Washington, D.C.
OCTOBER 27, 2005

WARNING: This certificate must not be used as evidence of citizenship if it is falsified or altered in any way.

230524

Driver License Division

b. This birth certificate is another version that was issued by a U.S. government agency to U.S. citizens who were born abroad. As of December 31, 2010 the Certificate of Report of Birth (CRB) is no longer issued.

Note: All previously issued CRBA's and CRB's are still valid for proof of identity and U.S. citizenship.

Adoption of a Foreign Born Child

If you are presented with a U.S. Birth Certificate and the Place of Birth is another country accept it as you would any other U.S. birth certificate for proof of identity and citizenship.

TEXAS DEPARTMENT OF HEALTH
BUREAU OF VITAL STATISTICS

18000-A

CERTIFICATE OF BIRTH

1. Name (First, Middle, Last) **RUSSIA** 2. Date of Birth **10/18/1995** 3. Sex **FEMALE**

4a. Place of Birth **RUSSIA** 4b. City or Town **PSKOV** 5. Time of Birth **SINGLE** 6a. Plurality - Single, Twin, Triplet **SINGLE** 6b. If Plurality Birth, Born 1st, 2nd, 3rd, etc. **1st**

7a. Name of Hospital or Birthing Center (If Not Institution, Give Street Address) **---** 7b. Name of Hospital or Birthing Center (If Not Institution, Give Street Address) **---**

8. Informant's Name and Mailing Address **---** 9. Certifier - I certify that this child was born alive on the date as stated above. **---**

10. Name (First, Middle, Maiden, Last) **---** 11. Date of Birth **05/23/1955** 12. Birthplace (State or Foreign Country) **TEXAS**

13a. Residence - State **TEXAS** 13b. County **DALLAS** 13c. City or Town **DUNCANVILLE** 13d. Street Address or Rural Location **---**

14. Mother's Mailing Address (If Same As Residence, Enter Zip Code Only) **75137**

15. Name (First, Middle, Last) **---** 16. Date of Birth **03/03/1956** 17. Birthplace (State or Foreign Country) **SOUTH CAROLINA**

18a. Registrar's File Number **---** 18b. File Date **08/16/1999** 18c. Name of State Registrar **---**

U.S. Passports

United States passports may be issued to both U.S. citizens and U.S. nationals. For U.S. nationals, the last page of the passport book indicates "THE BEARER IS A UNITED STATES NATIONAL AND NOT A U.S. CITIZEN".



Documents Establishing Proof of U.S. Citizenship Certificates

The following are examples of U.S. Certificates of Naturalization that are issued to individuals who were not born in the United States but applied for and obtained U.S. Citizenship status. The forms are issued by USCIS and include form numbers N-561 or N-645. A U.S. Citizenship Identification Card form #I-197 or I-179 (not shown) may also be issued to individuals who have obtained U.S. citizenship.



Naturalized
U.S.
Citizenship
Certificates

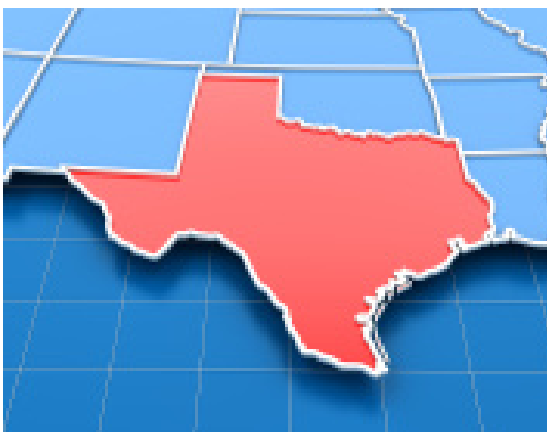
Recording U.S. Citizenship in DLS

When processing an applicant who has presented documentation verifying U.S. citizenship status, select “YES” from the drop-down menu under U.S. citizen in DLS.



U.S. Nationals

All citizens are nationals, but not all nationals are citizens. The only people who are U.S. nationals but not citizens are people who were born on American Samoa (population 57,291) or Swains Island (population 37) whose parents were not U.S. citizens. The only distinction between a U.S. national and a U.S. citizen that driver license personnel should be aware of is that U.S. nationals are not eligible to vote in Texas.



Lawful Permanent Residents Defined

A permanent resident is someone who has been granted authorization to live and work in the United States on a permanent basis. Most individuals are sponsored by a family member or employer in the United States. Other individuals may become permanent residents through refugee or asylee status or other humanitarian programs. In some cases, an immigrant may be eligible to file for themselves. As proof of that status, a person is granted a permanent resident card, commonly called a “green card”.

Note: An expired permanent resident card (I-551) does not indicate the expiration of lawful permanent resident status and can be accepted for lawful permanent resident purposes but not for identification purposes.

Permanent Resident Cards

The following are the reference numbers for the various types of permanent resident cards that will be accepted to verify proof of permanent lawful status:

- I-551 issued for 10 years;
- I-551 issued without an expiration date;
- Passport or I-94 stamped “Approved I-551”;
- Passport or I-94 stamped “Processed for I-551”;
- Re-entry Permit I-327
-

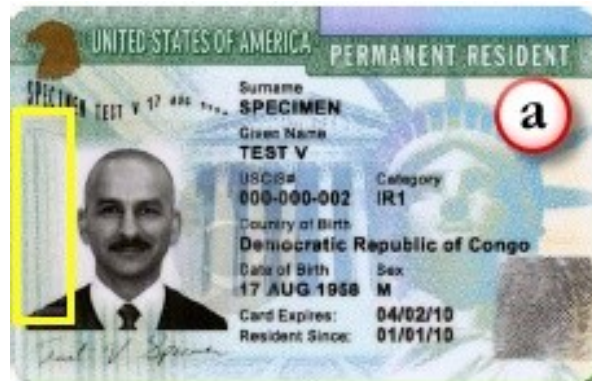
Note: An I-151 which is the predecessor to the I-551 is **not** acceptable as proof of permanent resident status.



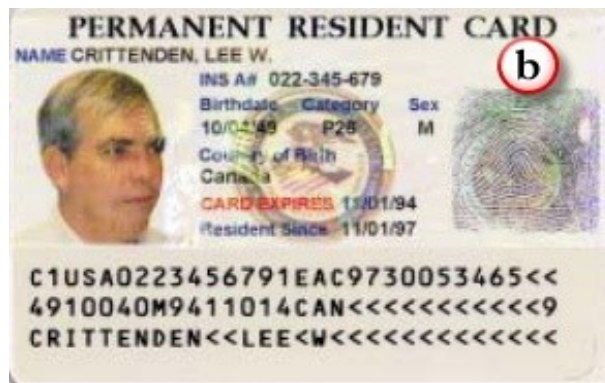
Lawful Permanent Resident Card Examples

There are several versions of the Permanent Resident Card that may be presented to establish proof of lawful permanent residence:

- a.** This is the most current version issued with all the latest security features.



- b.** This is the first card that was issued with a 10-year expiration date. An expired card can be used to establish proof of lawful permanent resident status but cannot be accepted as proof of identification for an original driver license or identification card.



- c.** This version was issued in 1992 and may still be in circulation. There is no expiration date on the card.



- d.** This version was issued in August of 1989 and may still be in circulation. Both cards C and D may be accepted for proof of lawful presence when processing an original or renewal transaction.



Refugee Status

A refugee is a person who is unable or unwilling to return to his or her native country due to a well-founded fear of persecution or because the person's life or freedom would be threatened. To apply for refugee status, the applicant must be physically located outside the United States.

Refugee Status Documents

Immigration documentation indicating refugee status can include but is not limited to:

- a.** I-94 or passport with annotation "Section 207" or "refugee"
- b.** I-571 refugee travel document
- c.** I-766 with category A5 or A05 (Employment Authorization Card)





These documents may be considered as primary documents under the identification policy.

Note: Expired documentation does not indicate loss of refugee status; however it will not be accepted as proof of ID Asylee Status

Individuals already physically present in the U.S. may apply for asylum provided they meet the definition of a refugee and are not barred by law from applying for or being granted asylum. An Asylee may present the following documents to prove their permanent lawful presence status:

- I-94 or passport with “Section 208” or “Asylee”
- I-571 refugee travel document
- I-766 with category A5

Note: Expired documentation does not indicate the loss of asylee status; however it will not be accepted as proof of ID.

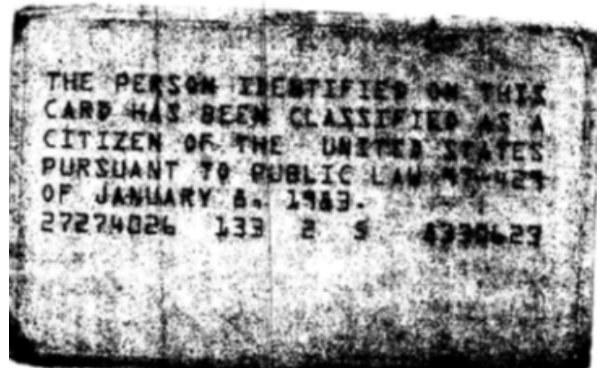
“KIC” Traditional Tribe of Texas

There are two variations of the Kickapoo Traditional Tribe of Texas and the difference is indicated on the document (American Indian Card form I-872), verifying the applicant's status.

- “KIC” on the I-872 indicates the holder is a U.S. citizen, and
- “KIP” on the I-872 indicates the holder is a Mexican National but can cross the border freely. This status requires a temporary visitor date.



Front of I-872 Card



Back of I-872 Card

American Indian Born in Canada

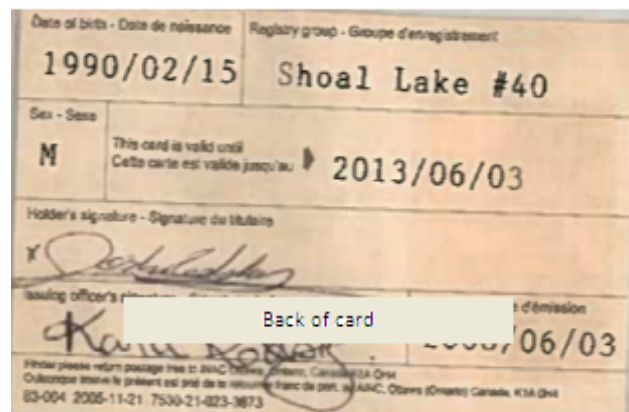
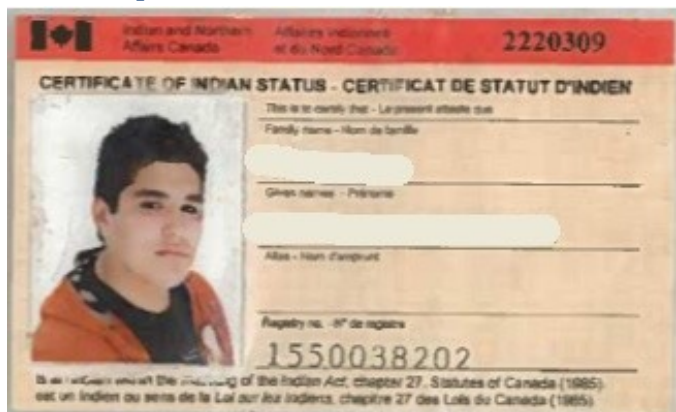
The immigration and Nationality Act (INA) provides special privileges to American Indians born in Canada, who possess at least 50% of blood of the American Indian race.

Certificate of Indian Status

Under 8CFR §289.1, the right of free passage across the U.S. border does not extend to the spouse or dependent child of an American Indian born in Canada or an adopted member of an Indian tribe unless that person also has a minimum of 50% blood of the American Indian race.

Issuance of a driver license or identification card under this status requires approval from Austin Headquarters.

Example of Certificate of Indian Status Card



Record Non-U.S. Citizenship Status in DLS

When processing an applicant who has presented documentation verifying their permanent lawful presence in the U.S. select "NO" from the drop-down menu under U.S. citizen in DLS.

Key Points (Types of Lawful Permanent Status)

Lawful Permanent Status types include:

- U.S. Citizen
- U.S. National
- Lawful Permanent Resident
- Refugee
- Asylee
- "KIC" Tribe of Texas

- American Indian born in Canada

Key Points (Permanent Resident Status)

A permanent resident is someone who has been granted authorization to live and work in the United States on a permanent basis.

An expired permanent resident card (I-551) does not indicate the expiration of lawful permanent resident status and can be accepted for lawful permanent resident purposes but not for identification purposes.

Key Points (Expired Refugee/Asylee Documents)

Expired documentation proving refugee or asylee status does not indicate loss of refugee or asylee status; however the documents will not be accepted as proof of ID.

Key Points (Marking U.S. Citizenship Status in DLS)

When processing an applicant who has presented documentation verifying their permanent lawful presence in the U.S. select “NO” from the drop-down menu under U.S. citizen in DLS.

When processing an applicant who has presented documentation verifying U.S. citizenship status, select “YES” from the drop-down menu under U.S. citizen in DLS.

Resources

DLS Temporary Visitor Issuance Guide (rev. 11/11)

Texas Criminal and Traffic Law Manual, 2011-2012 Edition

Texas Administrative Code, Title 37 Part 1

Driver License System Field Issuance Functions Student Guide, Version 3.0

Document release date: 4/27/2009 (Revised 01/21/2011), BearingPoint Driver License Reengineering